



Putnam County Sheriff's Department

Employment Application

-Equal Opportunity Employer-

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

List other name(s) that may be pertinent to checking previous employment and educational records:

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____

Are you between the ages of 18 & 35?

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list two professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Certification

I attest to the accuracy and truthfulness of the information provided and that any misstatement of the material facts will be grounds for disqualifying me from further consideration in the selection process, or, if hired, grounds for discharge. I further understand that consideration for employment is condition upon the results of a reference check, and that Putnam County Sheriff's Department is authorized to investigate all statements made by me on the application, to contact former employers and references and to advise contacted persons that they may respond to questions. I hereby release all such persons from any liability of damage resulting from such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Putnam County Sheriff's Department and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no-such promise or guarantee is binding upon the Putnam County Sheriff's Department unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and Putnam County Sheriff's Department retains the same right.

I understand the prior to being offered employment with the Putnam County Sheriff's Department I may be requested to take an employment examination. In the event I have a disability to which will affect my ability to take the test, I will so inform the Putnam County Sheriff's Department prior to the administration of the test in order for the reasonable accommodation to be made. Requested accommodations may include accessible testing documentation concerning the needed for these accommodations.

I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time.

I understand that this application will be retained for one year upon receipt, or after taking action on the application, whichever is later, after which time I would have to re-apply in accordance with established Putnam County Sheriff's Department procedures.

Applicants Signature

____/____/____